



BYRON W. BROWN
Mayor of Buffalo

DARYL SPRINGER
Acting Chief Information Officer

MANAGEMENT INFORMATION SYSTEMS

Wednesday, October 21, 2020

CIVIL SERVICE JOB OPENING

Title of Position : GIS Specialist II
Number of Vacancies : One (1) (Provisional) MIS
Salary Range: \$59,733 - \$69,977

Please review the job specifications attached

All applicants must submit a resume for this position, specifically detailing all experience, to Daryl Springer, Acting Commissioner of MIS, Room 1201 City Hall, 65 Niagara Sq., Buffalo, NY 14202 or email your resume to dspringer@buffalony.gov by Wednesday, November 4th 2020.

Daryl Springer
Acting-Commissioner

GIS Specialist II

Distinguishing Features of the Class

This is a technical position responsible for project management, implementation, development, maintenance and support of the City of Buffalo's Geographic Information System (GIS), applications, related projects and mapping needs. The incumbent provides direct technical and project supervision for GIS Specialist I and programming staff assigned to his/her team. Incumbents work closely with other IT staff to resolve technical problems and reports to the Chief Information Officer or a designee. .

Typical Work Activities

Supports all Geographic Information System (GIS) and Global Positioning System (GPS) based applications for the City of Buffalo;

- maintains GIS servers and related software;
- maintains GIS component of the City's website;

Maintains and supports server and client side mapping software such as ESRI and other GIS based software;

Manages and administers all GIS servers including all application and database servers;

Develops, prepares and prints maps for city departments;

Develops geoprocesses to automate synchronization between GIS databases and layers; Maintains the City's geo-spatial data layers and related databases;

Provide user support for all GIS applications;

Performs project management tasks for related IT projects;

Designs GIS related computer programs for an assigned project;

-Develops code using programming languages/tools such as VISUAL BASIC, MS ACCESS, SQL, etc;

Documents internal logic of programs using flow charts, decision tables and other means;

Test and debugs GIS related programs;

Trains users in usage of GIS related programs;

Performs related duties as required.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics

Thorough knowledge of ESRI ArcGIS software suite;

Strong background of ArcGIS and ArcGIS server in an IT environment;

Good knowledge of Microsoft SQL server;

Good knowledge of programming;

Working knowledge of Visual Basics, Java, Python and HTML;

Working knowledge of Microsoft Office Suite i.e. Access, Word, Excel, Outlook, PowerPoint, MS Project, etc.);

Ability to identify errors and problem solve;

Ability to understand and interpret written instructions and directions;

Ability to prepared written material;

Ability to effectively communicate both orally and in writing;

Ability to rapidly develop and produce paper and electronic maps;

Physical condition commensurate with the duties of the position.

GIS Specialist II # 0912 (Cont'd)

Minimum Qualifications

PROMOTIONAL:

Continuous and permanent status in the Department of Management of Information Systems as a GIS Specialist for one year.

OPEN COMPETITIVE

A. Bachelor's Degree from an accredited college or university in **Geographic Information Systems (GIS)** or a closely related field and three years of full-time experience managing and supporting Geographic Information System (GIS) systems;

OR

B. Bachelor's Degree from an accredited college or university in **Computer Science, Computer Systems Management, Information Systems Management** or a closely related field and five years of full-time experience managing and supporting Geographic Information System (GIS) systems;

OR

C. Associate's Degree from an accredited college or university in **Geographic Information Systems (GIS)** or a closely related field and eight years of full-time experience in managing and supporting a Geographic Information System (GIS).

OR

D. An equivalent combination within the limits of A and B and C.

Note: Verifiable part-time experience will be pro-rated to meet full-time experience requirements. Proof of education must be presented at time of appointment.